

Resident Involvement Resource Centre Service

FREE
COLOUR AND MONO PRINTING
FREE
TRAINING AND ADVICE
FREE
INFORMATION LEAFLETS
FREE
FUNDING INFORMATION
FOR ALL RESIDENTS
Who are volunteers for Southwark's
recognised Tenants' & Residents'
Associations or Groups



MONDAY

1pm-5pm—Drop In Session
Taplow Sub-Office, Aylesbury Estate,
Thurlow Street, Walworth, SE17 2UB
(Map below left)

THURSDAY

11am-9pm—Drop In Session
The Albrighton Community Centre,
37 Albrighton Rd., SE22 8AH
(Map below right)

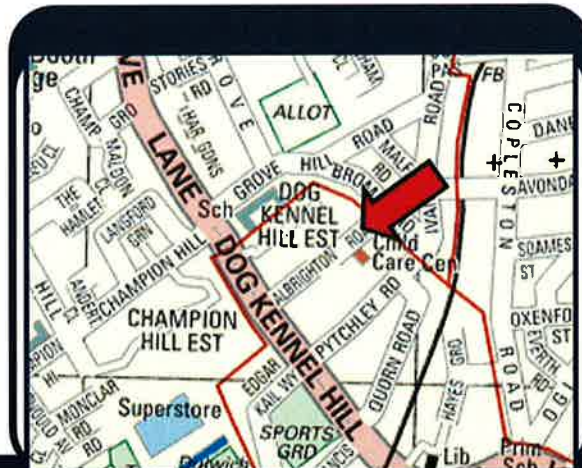
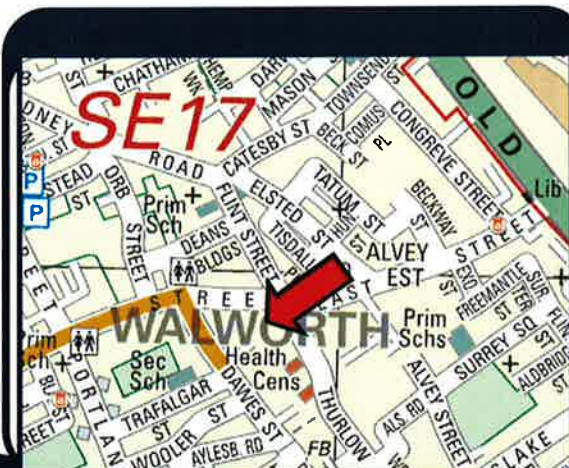
TUESDAY

10am-5pm—Drop In Session
(Same venue as Monday)

FRIDAY

11am-5pm—Drop In Session
(Same venue as Thursday)

For more tenants and residents related training, visit:
www.sgto.org.uk/training 020 7639 6718



Community Training Officers

Harold Markham 07932 379622
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**Resident Involvement Training Programme
September-December 2011**

**FREE Training Opportunities for ALL Tenants and Residents
Limited Spaces Available—Book early to avoid disappointment**



Chairing Skills **Monday 12 September** **6.30-9pm**
For Chairs that want to know how to lead their committee to success and committee members that want to know how they can support the chair that they have elected. This is a chance to look at the role and responsibilities of a chair and the skills needed to chair well run meetings

Treasurer and Budgeting Skills **Saturday 17 September** **10.30-4pm**
This course helps you understand committee finances and audited accounts and demonstrates how to keep records of your groups income and expenditure. You will learn how to set a budget and what to look for to detect inappropriate use of funds

Involving Everyone **Tuesday 20 September** **6.30-9pm**
A workshop that looks at the barriers committees face to broaden involvement and some possible solutions to get people from all sectors of your community involved and retain their interest.

Annual General Meeting (AGM) Skills **Friday 23 September** **6.30-9pm**
This course takes you through the steps to take when preparation for an Annual General Meeting. How much notice do you need to give your members? What information needs to be on your notice letters? What information needs to be on your notice letters? You will find the answers to all of your questions in this training session

Secretary Skills **Saturday 24 September** **10.30-4pm**
Examines the role of the committee secretary and gives helpful tips for dealing with incoming and out-going correspondence, legal obligations, producing agendas, taking notes at meetings and creating effective minutes

IMPORTANT DATE FOR YOUR DIARY
Annual Residents Conference
Saturday 8 October 10-4pm

FREE
refreshment



For more tenants and residents related
training, visit: www.sgto.org.uk/



FREE
refreshments



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*** FREE Refreshments subject to training course length**

The Resident Involvement Team offer a training programme to help you gain the skills and confidence to tackle new challenges

For more tenants and residents related training, visit:
www.casouthwark.org.uk/event-type/training/



Chairing Skills Part 1 & 2 **Wednesday 12 & 19 October** **6.30-9pm**
For Chairs that want to know how to lead their committee to success and committee members that want to know how they can support the chair that they have elected. This is a chance to look at the role and responsibilities of a chair and the skills needed to chair well run meetings

How to be Assertive **Wednesday 26 October** **6.30-9pm**
Learn some tips on how to put your point across at meetings

Committee Skills **Saturday 29 October** **10.30-4pm**
Gives an overview of how Committee Officers should work together to get business done in an effective, inclusive way. This course looks at the roles and responsibilities of the Chair, Vice-Chair, Secretary, Treasurer and other committee members to give an understanding of how team working can help your committee host well run meetings that keep to the agenda and get things done and a chance to use your new committee skills using role-play

Producing Newsletters and Publicity **Wednesday 2 November** **6.30-9pm**
Gives some useful tips to producing eye-catching publicity and newsletters that get read instead of binned. Find out about how to make the layout of your newsletter interesting and inviting to the reader using images and colour. You will also look at the need to plan who is going to be responsible for what when you consider production and distribution

Secretary Skills **Saturday 5 November** **10.30-4pm**
For description see page 2

Producing Agendas and Minutes **Wednesday 9 November** **6.30-9pm**
Learn how to produce your groups agendas and minutes using a computer

FREE
refreshment



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The Resident Involvement Team works in partnership with
Community Action Southwark to offer a wider range of courses

For more tenants and residents related training, visit:
www.sgto.org.uk/training



Treasurer and Budgeting Skills
For description see page 2

Saturday 12 November

10.30-4pm

Annual General Meeting (AGM) Skills
For description see page 2

Wednesday 16 November

6.30-9pm

Public Speaking—Part 1 & 2

**Wednesday 30 November &
Wednesday 7 December**

6.30-9pm

Have you ever sat in a meeting too scared to make a contribution because you lack confidence when speaking in public? If the answer is yes or you would like to overcome nervousness when speaking to groups, then this course is for you. It is in two parts and course attendees will need to prepare a five minute presentation to be delivered to the rest of the group in the second section

Treasurer and Budgeting Skills
For description see page 2

Saturday 10 December

10.30-4pm

Working with



British Red Cross Accredited First Aid Training

Following a pilot training session on 15 March 2011, we are pleased to announce that we are working in partnership with the British Red Cross to deliver accredited 1st aid training across the borough of Southwark. Our aim is to work together to have a qualified first aider on every street corner, so if you have a meeting hall that your committee will agree to donate 4 hours free of charge or your committee agree to the expenditure of hiring a hall, we can arrange for a fully qualified British Red Cross trainer to come to your estate to deliver First Aid Life Support for children and Adults training to your local residents.

JUST 2 DATES LEFT

On-line Computers



Seasonal Get Together
Thursday 15 December 4-9pm



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